



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

September 25, 2003

Charter

**Department of the Navy Strategic Sourcing Acquisition
Centers of Excellence Board of Directors**

Purpose: The purpose of this charter is to establish the roles and responsibilities of the Department of the Navy (DON) Strategic Sourcing Acquisition Centers of Excellence Board of Directors (SSACOE BoD).

Background: By a memorandum of April 18, 2003, the Acting Secretary of the Navy directed establishment of "a limited number of contracting offices that specialize in conducting Strategic Sourcing, and in particular A-76, procurements."

The memorandum provided that "(o)ur focus must be on eliminating inefficiency in the process and facilitating the execution of timely studies, analyses, and procurements." The memorandum, in conjunction with the May 29, 2003, Office of Management and Budget (OMB) Circular A-76, provides the basis to establish Acquisition Centers of Excellence (COEs). On May 29, 2003, OMB revised OMB Circular A-76 to significantly increase the role of the procuring contracting officer (PCO) in the conduct of A-76 competitions and limits the time to conduct A-76 competitions.

In order to provide standardization and process control to the A-76 competition process the DON will establish Strategic Sourcing Acquisition COEs. The SSACOE BoD will govern these centers.

The DON Strategic Sourcing Acquisition Center of Excellence (DON SSACOE) established under the Naval Facilities Engineering Command will conduct the acquisition aspects of competitions for all DON activities. Efforts should be taken to ensure the independence of the DON SSACOE to avoid potential conflicts of interest. The Virtual Systems Command (SYSCOM) Strategic Sourcing Acquisition Center of Excellence (VSACOE) will support A-76 competitions of specific functions of the DON acquisition commands. The VSACOE will be chartered within the DON Virtual SYSCOM.

The SSACOE BoD shall establish consistent strategic sourcing policy, procedures and processes.

The BoD shall be governed by the following operating guidelines:

Reporting: The SSACOE BoD will take direction from and report to the DON's Competitive Sourcing Official (CSO).

Members: The membership of the SSACOE BoD will be composed of designated representatives from the following organizations:

- Deputy Assistant Secretary of the Navy for Acquisition Management (DASN(ACQ))
- Deputy Assistant Secretary of the Navy for Infrastructure Analysis (DASN(ISA))
- Commandant of the Marine Corps
- Chief of Naval Operations
- Virtual Systems Command (SYSCOM) [Naval Air Systems Command, Naval Sea Systems Command, Naval Supply Systems Command, and Space and Naval Warfare Systems Command]
- Naval Facilities Engineering Command (NAVFACENGCOM)
- Office of General Counsel (OGC).

Chair: The Chairman of the SSACOE BoD is DASN(ACQ). Chair responsibilities may be delegated on a case-by-case basis. The Chair is responsible for recording minutes of meetings.

Voting Authority: Each member organization shall have one vote. All member organizations of the SSACOE BoD are eligible to vote on any matter presented to the BoD. Representatives may delegate voting authority to a designated alternate. A quorum is required for all voting matters.

Attendance/Quorum: A quorum is established when five members are present. More than one individual from each member organization may attend BoD meetings, as determined by the agenda items, but only one representative may vote.

Responsibilities: The SSACOE BoD shall take the lead in providing leadership and guidance in the following functional areas:

- Establishing policy and procedures for COE mission execution.
- Resolving disagreements on the selection of COE's to carry out acquisition functions for an A-76 competition.

- Approving or denying requests to allow another organization to carry out acquisition functions for an A-76 competition.
- Ensuring BoD member organizations support approved COE policies, procedures and processes.
- Developing changes to COE operating process and guidelines in response to programmatic changes and lessons learned.
- Establishing a feedback process to assess the quality of service provided by the COE.
- Reviewing work plans and ongoing efforts, and establishing process for disseminating lessons learned.
- Identifying, reviewing and updating metrics for objective measures of acquisition execution.
- Reviewing and approving the annual COE and future work year plans.
- Reviewing and making recommendations on annual operating budgets of COE.
- Providing input for CSO competitions official appointments in accordance with OMB Circular A-76.

Approved: Hansford T. Johnson
Hansford T. Johnson
Secretary of the Navy
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